# AOC Finance/Budget Department

Fred Jayne Management Services Director

July 1, 2007

## Derek Byrne Budget Manager

FINET Management
Accounting Manual Co-Chair
Budget Prep back-up
ELCID ID, UNIT & Expense Budget CodeSetup
Budget & Expense Adjustment maintenance
Budget Support Group Liaison
Supervise Accounting Technicians
Monthly Reconcile Fixed Assets
Special Fund Monitoring/Reporting/Dist
Fixed Assets/Inventory maintenance

#### Milton Margaritis Budget & Acctg Officer

Payroll Management/ Distribution Grants Reporting Prepare Bank Deposit Budget Prep - Personnel File Management Backup for DP Liason for Finance Dept problems

#### Jolene Taft Acctg Technician

Payables Review & Coding
Payables Data Entry (backup)
Travel Document Review
Scanning/Attaching & document prep.
Approve Juror/Witness Payments
Deposit Backup
Research Payable Problems
Maintain Authorized Signature Forms
Interpreter Pmt review & Calculation

### Brian Ross Finance Manager

Trust Account Monitoring / Support /Reports B/U Stop Pay, Bank Xfr, IBA's Monthly Trust IAT Investment support / reporting CORIS & Juvenile User Groups / Support Assist in Financial Management Finance Department mgmt Accounting Manual Committee Chair

### Julie Farnes Budget & Acctg Officer

Revenue Acct Monitoring / Bank Recon Bankcard Management Acctg Manual Maintenance CORIS Liaison Liaison to DP for Finance Dept. problems Supervise Accounting Tech Back-up Deposit Preparation Collections Monitoring/Reporting (OSDC)

# LouAnn Miller Acctg Technician

Payable Prœssing & Data Entry (backup)
Deliver Bank Deposit
Travel Document Data Entry
Payroll Distribution
Motor Pool/Surplus Property
Phone Cards
Juror/Witness (returned checks)
Imprest funds reimbursement & Recon.
Approval of Payables documents
Post Audit
Monitor rejects & held docs.In FINET

#### Mary Bunten Acctg Technician

Revenue processing / reporting / month-end AOC & Revenue Access programs data entry Assist Clerks with CORIS / CARE / balancing NSF Retums
Prosecutor Payments
Monthly Reports: Over/Short, A/R Aging Hand Receipt Distribution/Reconciliation
FINET / Telephone Distribution (notification)
Minutes for Acctng Manual meetings (backup)
Order Bank Supplies
Signature Card maintenance